

# Guidelines for completing FY09 Sustainability Data Template

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This year you are required to submit the sustainability progress data report to Ecology by December 31, 2009 for the FY09 fiscal year (July 1, 2008 through June 30, 2009). While a narrative is not required to accompany this reporting period, you are welcome to turn one in if you wish to do so. We are interested in your success stories and welcome them in Microsoft Word format at any time prior to January 31, 2010.

If previously submitted, all agencies' past sustainability reports are available on the [Sustainable Washington](#) web site.

## **Locked Cells**

Please fill out the Cover Sheet completely. We have locked the spreadsheets so that you are only able to input data into the appropriate cells.

## **Historical Data Updates**

Please only submit numbers for FY09. Agencies have continued to update/revise their past data from year-to-year throughout the years. This has been an issue because it is hard to close the data for analysis, and to compare the analysis from year-to-year.

## **Capitol Campus reporting**

General Administration will report on Capital Campus facilities' square footage, energy, water, waste and recycling, until spaces are individually metered or another tracking method is established.

## **Comments about the data**

Please enter comments only in the space provided on the cover sheet to the data template. Please keep them brief and directly related to the data.

## **Report in Units requested**

Please report in the units requested. For example, if you have both pounds of waste and percentage of waste, please report pounds in the spreadsheet. You may place the percentage in the comments section. Waste and recycling conversion factors are included on pages 12 and 13.

## **Keep detailed notes**

At the agency level, keep detailed notes on what information was gathered from whom so you can analyze changes over time as well as inform others how the numbers were collected in case of staffing changes or management inquiry.

## **New Information:**

[Special Use Vehicles](#), please see page six for full explanation.

## Transportation Definitions and Guidelines

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<b>Vehicle</b>	A passenger-carrying vehicle which has a primary duty for shuttling employees, not deliver equipment, etc.
<b>Special Use Vehicles</b>	Non-light duty vehicles used for special purposes such as delivery, moving equipment, snow plows, prisoner transport, etc. If your agency does not separate information for these types of vehicles, please disregard this category.
<b>Agency Leased (MP Perm)</b>	A vehicle that is leased from the GA State Motor Pool by an agency for long-term use.
<b>Agency Owned (AOV)</b>	A vehicle that is purchased and managed by an agency.
<b>GA Fleet (MP Daily Trips)</b>	GA's Daily use Motor Pool; utilized by agencies for short term trip rentals.
<b>Personally Owned (POV)</b>	Personally Owned Vehicles that are used for state business. Calculate miles by dividing total dollars spent by rate of agency reimbursement per mile.
<b>Gasoline</b>	Report all gallons of gasoline purchased for vehicle use. Gasoline used for heating should be reported in the Energy section.
<b>E85</b>	Report ethanol only if purchased at the E85 blend level (85% ethanol, 15% petroleum gasoline). Most gasoline in WA State is E10 already.
<b>Diesel</b>	Report all gallons of diesel purchased for vehicle use. Include any biodiesel purchased from WSDOT fueling stations in the conventional diesel section. Report fuel used for heating/energy in the Energy section.
<b>Bulk 100 percent Biodiesel</b>	Biodiesel purchased in bulk from the state contract is to be reported as B100 (not B5 or B10, etc). Information is available from Robert Paulson at GA.
<b>Vessel</b>	Boats, ships, ferries that are run on state business. If you do not collect this data separately, please disregard.
<b>Aviation</b>	Report all gallons of aviation fuel purchased.

**Miles Traveled MP**

FY09 Agency Leased vehicles miles traveled (MP Perm)	FY09 GA Fleet miles traveled (MP Daily Trips)

**Gallons of fuel MP**

FY09 Gasoline Agency Leased (MP Perm)	FY09 Gasoline GA Fleet (MP Daily Trips)

**Motor Pool Contact**

Wendy Lerch  
 Customer Account Manager  
 Washington State Motor Pool  
 360-438-8246  
[wendy.lerch@ga.wa.gov](mailto:wendy.lerch@ga.wa.gov)

Please make certain to differentiate between the Agency Leased Vehicles and the GA Fleet vehicles when entering your agency's data. This year Motor Pool has made easier-to-read reports available from the online application Info Center. Agency Transportation Officers (ATOs) have access to this system and can pull up customized reports for any time frame.

As of 9/25, revisions to the Motor Pool FY09 data are currently taking place and not all agencies' data is ready for reporting yet. If you don't know who your ATO is or would like guidance directly from Motor Pool, please contact Wendy Lerch.

For informational purposes only:

- For the Motor Pool Permanently assigned vehicles, actual fuel purchased data is from the Voyager (until April 2009), WSDOT fuel cards and ComData cards in the vehicles.
- For the Motor Pool Daily Trips vehicles, the fuel use in the report is derived by dividing the number of miles driven for each car by its estimated fuel efficiency. Both numbers are valid for our purposes – every agency takes responsibility for the amount of fuel used, even though the cost of the fuel is rolled into the cost of the daily trip rental.

**POV Miles Traveled and  
POV Gallons of fuel**

FY09 Personally Owned Vehicle Miles Traveled (POV)	FY09 Gasoline calculated from POV reimbursement (20.5 avg fuel economy)
	0

**Personally Owned Vehicles** are those vehicles driven for state business but owned by employees. Employees apply for a travel reimbursement to recoup insurance, maintenance and fuel costs for the use of their vehicle.

While fuel consumption is not normally collected through the reimbursement form, read the breakout box to learn how we calculate it. This is not an exact science but does allow us to make some rough estimations of the fuel used.→

**Personally Owned Vehicle (POV)  
Miles Traveled**

Calculate by taking the dollar total of the travel reimbursement rate set by OFM and dividing it by the reimbursement rate. (Hopefully your agency has the sub-sub object to break this expense out.)

This should be done for the following time frames:

Effective Dates	Rate per mile
1/1/09 through 6/30/09	.550
7/1/08 through 12/31/08	.585
1/1/08 through 6/30/08	.505
1/1/07 through 12/31/07	.485
1/1/06 through 12/31/06	.445
9/15/05 through 12/31/05	.485
1/1/05 through 9/14/05	.405
1/1/04 through 12/31/04	.375

POV Gallons of Gasoline are calculated by dividing the POV miles traveled by the average fuel economy of the vehicles\*

*This will auto-calculate in the spreadsheet when you enter the POV miles traveled.*

2005	2006	2007	2008	2009
20.3	20.4	20.24	20.26	20.5

\*Rates are developed by the U.S. Energy Information Administration Annual Energy Outlook 2009 for the national on-road fleet of light-duty vehicles- combines cars & light trucks. These rates change from year-to-year ('07 & '08 are from the 2008 report.)

[http://www.eia.doe.gov/oiaf/aeo/aeoref\\_tab.html](http://www.eia.doe.gov/oiaf/aeo/aeoref_tab.html)

(Table 7 row 32)

## AOV Miles Traveled AOV Gallons of fuel

FY09 Agency Owned Vehicle (AOV) miles traveled	FY09 Gasoline Agency Owned Vehicles (AOV)	FY09 Diesel for vehicle use	Add up gallons of fuel from all vendors and place the total in the cells  ←

Agency Owned Vehicles are operated and managed by the agency themselves, rather than through Motor Pool.

For miles traveled, most likely your agency transportation officer (ATO) or fleet manager will have this information for you.

Agency Owned Vehicle Fuel - There are several potential vendors for information to fit into this piece of data. If the info is provided to you by your ATO, you should ask if it includes:

- Voyager or ComData cards
- Purchasing or P-Cards
- WSDOT Fueling Stations
- General Administration bulk fuel contract
- Other agency specific vendor arrangements

## WSDOT Fueling Stations

The Washington State Department of Transportation (WSDOT) provides usage reports monthly or annually upon request to participating agencies.

Bill Bloomfield  
Transportation Equipment Fund  
Office Fuel Specialist  
360-705-7896  
[Fueluser@wsdot.wa.gov](mailto:Fueluser@wsdot.wa.gov)

The link to the Vehicle Operators Handbook for WSDOT Fuel Stations Locations is:  
<http://www.wsdot.wa.gov/publications/manuals/fulltext/M53-55/FuelStations.pdf>

Biodiesel is available at fueling stations in Western Washington.

## State Fuel Contacts

Robert Paulson  
Contracts Specialist  
Office of State Procurement  
(360) 902-7436  
(360) 586-2426 fax  
[rpaulso@ga.wa.gov](mailto:rpaulso@ga.wa.gov)

Cathy Gibson  
ComData Fuel Card  
Customer Accounts  
(866) 662-3535 x7134  
[cagibson@comdata.com](mailto:cagibson@comdata.com)

Neva Peckham  
Fuel Card & P-Card  
Contract Administrator  
Office of State Procurement  
(360) 902-7425  
(360) 586-2426 fax  
[npeckha@ga.wa.gov](mailto:npeckha@ga.wa.gov)

## Special Use Miles Traveled

FY09 Special Use miles traveled

Special Use Vehicles are separated out this year to help agencies focus on reduction strategies that make sense for the different types of transportation and equipment needs. You may explain what type of special use

vehicles your agency operates in the miles traveled comments section.

## Special Use Vehicle Gallons of Fuel

FY09 Gasoline Special Use	FY09 Diesel Special Use

Add up gallons of fuel from all vendors and place the total in the cells



## Vessels Gallons of Fuel

FY09 Gasoline Vessels	FY09 Diesel Vessels

This category includes ferries, speedboats and research vessels



Some agencies have vessels for conducting research, reaching clients, or providing service delivery. If your vessel fuel use is known, please share it in the spaces provided. Vessels do not accrue miles in the same manner as a vehicle and are not required to report distance traveled.

## Special Use Vehicles Definition

One difference this year is a new category called "Special Use Vehicle".

- Not designed for regular commuting to and from offices for meetings.
- Not used for simple customer service.
- Its use can't be reduced through carpooling or virtual meetings.
- Alternative fuels might be available for this class of vehicle.
- Can be light duty, but is generally a heavy-duty vehicle used for delivery, prisoner transport, off-road, or other specialized uses like snow plows, construction, etc.

Sometimes these vehicles have miles traveled associated with them; sometimes only the fuel used is applicable.

This category does not include vessels.

### Gallons of Biodiesel

FY09 Bulk 100 percent Biodiesel for all uses

Please report any bulk biodiesel purchased in the separate biodiesel space (in B100 gallons only please).



You are most likely receiving a quarterly report from Robert Paulson if your agency purchases any bulk fuel from the state contract. Please report those gallons here. If discernible, you may report any additional retail biodiesel purchases in the Fuel Comments section.

### Other Gallons of Fuel Consumption

FY09 Propane/compressed natural gas for all transportation uses	FY09 Aviation Fuel

Only some agencies will have consumption to report here. These numbers will be useful for calculating greenhouse gas emissions.

### Number of Exception Four Wheel Drive Vehicles Purchased

FY09 Number of 4WD exception vehicles purchased

We are collecting the number of 4WD vehicles purchased by agencies that either do not meet the 30 mpg or higher requirement or are used for law enforcement or emergency response.

For more information on fleet reporting requirements, please see [EO 05-01](#), number 3.

### Biodiesel use reports & complications

Please include all biodiesel gallons purchased from WSDOT fueling stations in your conventional diesel gallon counts for each vehicle type. This is because WSDOT does not provide a breakdown of specific bio percentages for customers.

WSDOT reports the biodiesel they sell at their fueling stations as “bulk” purchased for their agency and would like avoid double-counting that fuel.

General Administration reports twice a year to the legislature regarding biodiesel purchases by state agencies, including what percentage of the diesel used on land is biodiesel. To view the latest report:

<http://www.ga.wa.gov/News/BiodieselReport.pdf>

## Energy and Water Consumption Definitions and Guidelines

**Biomass** Wood waste, wood pellets, biogas or similar used to generate heat, steam and/ or electricity. Biomass Btu values to be determined by reporting agency.

**Fuel Oil** Diesel, gas or bunker fuel used to generate heat, steam and/ or electricity.  
Please report in gallons.

**Propane** Propane purchased for electricity, heating, cooking. Report in gallons.

**On-site renewable energy generated** Solar, wind or small scale hydro built on agency property and fed back into the energy grid. Report in kWh.

**Energy offsets** Green tags or other energy offset purchased to reduce agency carbon emissions. Please report in kWh. May report cost in narrative.

**Potable water** Drinking quality water. If your water information is not differentiated, please put totals in this column.

**Irrigated water** Water used for irrigation - if separately metered.

**Non-potable water** Water other than potable- ground or surface sources such as rain water or reclaimed waste water.

**CCF = 100 cubic feet** Divide Gallons by 748 to get CCF or divide CF by 100 to get CCF

### Electricity in kWh and Natural Gas in therms

FY09 Electricity Conventional (kWh)	FY09 Natural Gas (therms)

Agencies are working to capture as much resource information from their facilities as possible. While we realize that it is very difficult to get all information for all facilities, we appreciate the effort. Please report your totals in the cells indicated.

### Other fuel used for energy

FY09 Fuel Oil (Gallons)	FY09 Propane (Gallons)	FY09 Biomass (Btu)	FY09 Onsite renewable energy generated (kWh)

Agencies that use other sources of fuel for energy production may enter the information in these spaces.





### Energy offsets (Green tags)

FY09 Energy Offsets purchased (kWh)

Please enter kWhs purchased. In the Energy comments section, please name the entity who sold you the offsets. If you only have cost information, please put it in the comments.



### Puget Sound Energy Offsets

- When you enroll in PSE's Green Power Program, PSE purchases renewable energy credits from regional renewable energy facilities on your behalf.
- This guarantees that electricity from wind, solar, and biomass facilities is delivered to the regional power pool (the grid).
- Electricity from renewable energy facilities reduces the need for electricity generated from non-renewable sources like fossil fuels, creating measurable environmental benefits.
- PSE's Green Power Program is certified by Green-e Energy, the nation's leading voluntary certification program for renewable energy.

### Water Consumption

FY09 Total Water usage in CCF	FY09 Potable Water Usage in CCF	FY09 Irrigation Water Usage in CCF	FY09 Non- potable Water Usage in CCF
0			

If you only have the total water used, please disregard the formula in the red bordered cell and enter your data there.

## Paper, Waste and Recycling Definitions and Guidelines

**Virgin** Paper that is made from 100 percent non-recycled fibers. Report in reams.

**30-40% recycled content** Paper that is made with 30-40 percent post-consumer recycled fibers. (If you have paper that has some recycled content but is different from 30-40 please include it in this space and specify the percentage in the Paper comments section.) Report in reams.

**100% recycled content** Paper that is made with 100 percent recycled content with at least 50% post-consumer recycled fibers. Report in reams.

**Other Paper** Lottery tickets, receipt tape, large format paper, etc. Report in pounds.

**Janitorial** Toilet tissue, paper towels used in restrooms and coffee/break rooms. Report in cases.

We are collecting information on the amount of cut letter size (8.5" x 11") office paper purchased by agencies. This information should be available through your agency's purchasing office, but if not, you can contact your vendors directly for agency specific reports.

FY09 Virgin office paper (reams)	FY09 30 -40% recycled content office paper (reams)	FY09 100% recycled content office paper (reams)	FY09 Total Office Paper Purchased (reams)
			0

### Other Paper

FY09 Other Paper that may be relevant for your agency (pounds)	Other agencies may be tracking paper products such as lottery tickets, receipt tape, large format paper, etc. that they would like to report – it is appropriate to put it in this space.

### Paper Vendor Contacts

Chuck Smith Central Stores (360) 902-7446	Don Shivers Office Depot (253) 872-1749
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Central Stores has phased out of providing office paper. Grays Harbor 100 will be available through the Office Depot contract.

### Janitorial Paper Products

FY09 Recycled Content Janitorial paper products (cases)	FY09 Virgin Janitorial paper products (cases)	FY09 Total Janitorial paper products (cases)
		0

This information is often kept by your facility manager or your purchasing office. If your building is serviced by a contracted vendor, they may have this information. Lastly, the landlord of the facility may have this information.

# Waste and Recycling Definitions and Guidelines

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## Paper Recycling

FY09 Office Paper recycled (pounds)	Paper recycling is old news for most agencies. Estimates are perfectly acceptable, ask other facilities about their numbers in order to better assess the validity of yours.

## Garbage & Composting

FY09 Garbage sent to landfill (pounds)	FY09 Material composted (pounds)	Please enter the information in the spaces provided (estimations ok).

Many waste hauling vendors are able to provide exact weights or estimates of your regular garbage pick-up. If your agency is involved in composting efforts at your facilities, weights should also be available.

Capitol Campus is running a pilot project on composting and would be a great resource. Also, Ecology has information that can assist your agency in developing a more intensive waste, recycling and composting system at your facilities.

## Recycling other materials

FY09 Other Material recycled (pounds)

If you have this information, you are welcome to report it, if it is not easily available, please disregard. Some materials could be batteries, light bulbs, cardboard, wood scraps, etc. Some conversion factors are given below, provided by the Department of Ecology's Solid Waste and Financial Assistance program. Please convert all waste and recycling to pounds. If you'd like to give a more detailed breakdown of the material, please do so in the waste and recycling comments section.

## Compost, Waste & Recycling Contacts

Ron Major  
Resource Conservation Manager  
Capitol Campus  
Department of General Administration  
(360) 902-7197  
[rmajor@ga.wa.gov](mailto:rmajor@ga.wa.gov)

Michelle Andrews  
Organics Specialist  
Ecology Headquarters  
(360) 407-6113  
[mian461@ecy.wa.gov](mailto:mian461@ecy.wa.gov)

Steven Adams  
Facility Manager  
Ecology Headquarters  
(360) 407-6089  
[Sstr461@ecy.wa.gov](mailto:Sstr461@ecy.wa.gov)

## General Measurement Standards and Reporting Guidelines<sup>1</sup>

### Volume and Count to Weight Conversion Factors for Recyclables

<u>Material</u>	<u>Volume/Count</u>	<u>Weight in Pounds</u>	<u>Source</u>
Books	one cubic yard	500	EPA NRMRL <sup>2</sup>
Corrugated cardboard	one cubic yard	400	EPA NRMRL
Corrugated cardboard, baled	one cubic yard	1,000-1,200	NRC <sup>3</sup>
Magazines	one cubic yard	500	EPA NRMRL
Mixed Paper	one cubic yard	500	EPA NRMRL
Newsprint, loose	one cubic yard	500	EPA NRMRL
Newsprint, compacted	one cubic yard	720-1,000	NRC
Newsprint	12" stack	35	NRC
Office Paper	one cubic yard	500	EPA NRMRL
Phone Books	one cubic yard	500	EPA NRMRL
Aluminum cans, whole	one cubic yard	75	EPA NRMRL
Aluminum cans, flattened	one cubic yard	250	NRC
Aluminum cans	one full grocery bag	1.5	NRC
Catalytic converter	one	14	NRC
Ferrous cans, whole	one cubic yard	150	NRC
Ferrous cans, flattened	one cubic yard	850	NRC
Refillable beer bottles	case	11.4	NRC
Glass, whole bottles	one cubic yard	600-1,000	NRC
Glass, semi crushed	one cubic yard	1,000-1,800	NRC
Glass, crushed (mechanically)	one cubic yard	800-2,700	NRC
Glass, whole bottles	one full grocery bag	16	NRC
Glass, uncrushed to manually broken	55 gallon drum	125-500	NRC
PET, soda bottles, whole, loose	one cubic yard	40	EPA NRMRL
PET, soda bottles, whole, loose	gaylord <sup>4</sup>	40-53	NRC
PET, soda bottles, baled	30" x 62"	500	NRC
PET, soda bottles, granulated	gaylord	700-750	NRC
PET, soda bottles, granulated	semi-load	30,000	NRC
Film, baled	30" x 42" x 48"	1,100	NRC
Film, baled	semi-load	44,000	NRC
HDPE (dairy only), whole, loose	one cubic yard	24	NRC
HDPE (dairy only), baled	32" X 60"	400-500	NRC
HDPE (mixed), baled	32" x 60"	900	NRC
HDPE (mixed), granulated	gaylord	800-1,000	NRC

<sup>1</sup> Disclaimer: This table is for general guidance only. Not for contract payment.

<sup>2</sup> Environmental Protection Agency National Risk Management Research Laboratory (EPA NRMRL).

<sup>3</sup> National Recycling Coalition (NRC).

<sup>4</sup> Gaylord size most commonly used 40" X 48" X 36."

<b><u>Material</u></b>	<b><u>Volume/Count</u></b>	<b><u>Weight in Pounds</u></b>	<b><u>Source</u></b>
HDPE (mixed), granulated	semi-load	42,000	NRC
Mixed Plastic	one cubic foot	50	EPA NRMRL
Mixed PET & dairy, whole, loose	one cubic yard	average 32	NRC
Mixed PET, dairy & other rigid, whole, loose	one cubic yard	average 38	NRC
<i>Mixed rigid plastic, no film or dairy, whole, loose</i>	one cubic yard	average 49	NRC
Mixed rigid plastic, no film, granulated	gaylord	500-1,000	NRC
<i>Mixed rigid plastic &amp; film, densified by mixed plastic mold technology</i>	one cubic foot	average 60	NRC
Food waste	one cubic yard	800	EPA NRMRL
Food waste, solid and liquid fats	55 gallon drum	412	NRC
Yard trimmings, branches	one cubic yard	350	EPA NRMRL
Yard trimmings, grass	one cubic yard	350	EPA NRMRL
Yard trimmings, leaves	one cubic yard	350	EPA NRMRL
Wood chips	one cubic yard	500	NRC
Sawdust	one cubic yard	375	Tellus Institute
Stumps & Logs	one cubic yard	1080	CCG <sup>5</sup>
Grass clippings	one cubic yard	400-1,500	NRC
Manure	one cubic yard	1628	FEECO <sup>6</sup>
Pallets	one cubic yard	185	EPA NRMRL
Concrete	one cubic yard	2850	Ecology <sup>7</sup>
Asphalt	one cubic yard	2850	Ecology
Composition Shingles	one cubic yard	419	CIWMB <sup>8</sup>
Gypsum (dry)	one cubic yard	500-670	NRC
Battery (auto)	one	35.9	NRC
Tire – passenger car	one	20	NRC
Tire - truck, light	one	35	NRC
Tire – semi	one	105	NRC
Used motor oil	one gallon	7.4	NRC
Oil filter drum	one	450	Ecology
Antifreeze	gallon	8.42	NRC
Computer (CPU)	one	30	Ecology
Computer (15" monitor)	one	30	Ecology
Computer (17" monitor)	one	45	Ecology
Computer (21" monitor)	one	60	Ecology
White goods/appliances	one	150	Ecology

<sup>5</sup> Developed by Cascadia Consulting Group (CCG) for a waste composition study in San Diego, California in 2000.

<sup>6</sup> "FEECO International Complete Systems and Equipment Handbook," 9<sup>th</sup> printing.

<sup>7</sup> Washington Department of Ecology (Ecology), industry surveys.

<sup>8</sup> "Conducting a Diversion Study – A Guide for California Jurisdictions," March 2001, California Integrated Solid Waste Management Board.